



DEPARTMENT OF PERSONNEL &
ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES
NO. 07-48

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Data Processing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Activity Monitoring Records Records which monitor the activities of a data processing system. Information includes console logs, physical, and on-line access.	Record copy: Retain by agency until administrative need ends and then destroy. Duplicate copies: Retain by agency until no longer needed and then destroy.	<i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit.</i>	
2.	Batch/Data Entry Control Forms Information on all batch or data entry records received by the mainframe.	Record copy: Retain by the Division of Information Technologies or the appropriate agency for 3 years and then destroy. Duplicate copies: Retain by agency for 1 year and then destroy.		
3.	Computer Hardware Maintenance Records Records documenting the service, repair, and inspection of computer hardware (mainframes, mini and micro computers), which also includes service/maintenance agreements.	Record copy: Retain by agency for 1 year after disposal of equipment and then destroy. Duplicate copies: Retain until the equipment is sold or disposed of plus 1 year, and then destroy.		
4.	Computer Job Schedules and Reports Schedules or similar records showing computer jobs to be run and other reports by computer operator or programmers or work performed.	Record copy: Retain until administrative need ends and then destroy. Duplicate copies: Retain until no longer needed then destroy.		
5.	Computer Produced Output Reports Machine produced reports showing transactions that were accepted, rejected, suspended or processed.	Record copy: Retain by agency for 2 years and then destroy. Duplicate copies: Retain by agency for 1 year and then destroy.		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature

Date

Records Liaison Officer's Signature

Date

Attorney General's Signature

Date

State Auditor's Signature

Date



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
6.	Computer Utilization and Billing Reports Records showing computer use by each agency and any charges for space or time.	Record copy: Retain by agency for 5 years and then destroy. Duplicate copies: Retain by agency for 3 years and then destroy.		
7.	Data Processing Planning Records Reports, studies, analysis, and short-range plans.	Record copy: Permanent. Retain by the Information Management Commission for 10 years and then transfer to State Archives. Duplicate copies: Retain by agency for 3 years and then destroy.		
8.	Documentation System documentation, program and file user operations manuals	Record copy: Retain until program is discontinued plus 1 year and then destroy. Duplicate copies: Retain until no longer needed and then destroy.		
9.	Programs and Job Control Language Machine language file for tracking data in the system.	Record copy: Retain by agency for the life of the data and then destroy. Duplicate copies: Retain until no longer needed then destroy.		

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State Archivist's Signature <i>Larry Ketelsen</i>	Date <i>2/5/2007</i>	Records Liaison Officer's Signature <i>Steve Hawah</i>	Date <i>12-4-2006</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>4/4/07</i>	State Auditor's Signature <i>Clara Key</i>	Date <i>3/2/07</i>